



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	IV	Out of Home Placement	
Chapter:	C	Adoption	4-5-2010
Subchapter:	1	General	
Issuance:	300	<b>Expedited Assignment to Adoption Worker</b>	

### **Expedited Assignment to an Adoption Worker      4-5-2010**

An expedited assignment to an Adoption Worker is made in the following situations:

**A) A Parent Requests Adoption Placement** - When SCR receives a request from the birth parent(s) for an adoption placement of a child:

#### **1) If there are no protective service issues:**

<b>Responsibility</b>	<b>Action Required</b>
SCR Screener	Accept the call as a child welfare services referral, and  Assign it for assessment to the appropriate Local Office where the case is directly assigned to an Adoption Worker.
Assigned Adoption Worker	Evaluate the birth parent's request for an adoption placement.  Explore with the birth parent(s) alternate plans which allow the child to remain with them or be returned to them, either immediately or after reunification services.  Help the birth parent(s) develop a permanent plan which meets the child's best interests.  If adoption is determined to be the plan, affect a Standard Surrender of Custody. See <a href="#">CP&amp;P-IV-C-1-600</a> , Surrender of Custody and Consent for Adoption.  Note: There are two types of Surrenders, a "Standard Surrender," which does not identify a prospective adoptive parent, and an "Identified Surrender," which identifies the prospective adoptive parent. Under no circumstances can an "Identified Surrender" be

	taken in the situation described above. See <a href="#">CP&amp;P-IV-C-1-600</a> , When and How to Process an Identified Surrender.
--	--

**2) If there are protective service issues:**

<b>Responsibility</b>	<b>Action Required</b>
SCR Screener	Accept this call as a child protective services report, and <ul style="list-style-type: none"> <li>Assign it: <ul style="list-style-type: none"> <li>To the appropriate Local Office where the case is assigned to an Intake Worker for investigation, or</li> <li>To SPRU for investigation, after hours.</li> </ul> </li> </ul>
SPRU Worker	Take steps, as necessary, to assure the infant is safe until day staff can intervene.
Intake Worker	Notify the County Prosecutor (see <a href="#">CP&amp;P-II-C-4-200</a> , Conditions Reportable to the Prosecutor), if appropriate. <ul style="list-style-type: none"> <li>Complete an investigation.</li> <li>If placement is imminent, consult with the Adoption Worker.</li> </ul>
Adoption Worker	After the case is transferred, proceed with adoption planning.

**B) Parent Gives Birth and Reporter Is Concerned about Care Newborn Will**

**Receive** - When SCR receives a referral from hospital staff or another reporter that a parent has given birth, and the caller is concerned about the parent providing adequate care to the newborn:

<b>Responsibility</b>	<b>Action Required</b>
SCR Screener	Accept this call as a child protective services report or a child welfare services referral, and  Assign it for investigation or assessment to the appropriate Local Office or SPRU, after hours.
SPRU Worker	Take steps, as necessary, to assure the infant will not be discharged home until day staff can intervene.
Assigned Worker	If the newborn's circumstances include any of the following situations, conference with the DAG about the newborn's

	<p>placement in a pre-adoptive home (with an already placed or adopted sibling, if possible) prior to legal clearance, when a non-kin placement is necessary:</p> <ul style="list-style-type: none"> <li>• The newborn's birth and/or legal parents are deceased and no kin are known to CP&amp;P;</li> <li>• No kin are known or the kin who are known present risk to the child and are not a safe option for the newborn;</li> <li>• Parental rights have been previously involuntarily terminated for the mother and same father for siblings of the newborn;</li> <li>• The mother's rights have been previously involuntarily terminated for siblings of the newborn, and after the pre-placement conference, it appears unlikely that the newborn could be placed now or in the future with the father or paternal family; or</li> <li>• A court of competent jurisdiction has determined that reasonable efforts to prevent placement were not required due to risk of harm to the newborn's health and safety, and: <ul style="list-style-type: none"> <li>- The parent has been convicted of murder, aggravated manslaughter or manslaughter of a child; aiding or abetting, attempting, conspiring or soliciting to commit murder, aggravated manslaughter or manslaughter of a child; committing or attempting to commit an assault that resulted, or could have resulted, in significant bodily injury to a child; or committing a similarly serious criminal act which resulted, or could have resulted, in the death of or significant bodily injury to a child; or</li> <li>- The rights of the parent to another of the parent's children have been involuntarily terminated.</li> </ul> </li> </ul> <p>See <a href="#">CP&amp;P-IV-A-3-200</a>, Reasonable Efforts to Reunify Not Required.</p>
DAG/ Assistant Director Adoption Operations	Approve placement, if appropriate.

Assigned Supervisor	If approval for the placement is received from the DAG and the Assistant Director of Adoption Operations, assign the case to an Adoption Worker.
Adoption Worker	Proceed with adoption planning

**C) A Newborn/Child is a Foundling** and the initial police investigation has no lead to the identity of the birth and/or legal parents:

<b>Responsibility</b>	<b>Action Required</b>
SCR Screener	Accept this call as a child protective services report, and  Assign it to: <ul style="list-style-type: none"> <li>• The appropriate Local Office where the case is assigned to an Intake Worker for investigation and to an Adoption Worker for adoption assessment and planning; or</li> <li>• SPRU for investigation, after hours.</li> </ul>
SPRU Worker	Notify the County Prosecutor (see <a href="#">CP&amp;P-II-C-4-200</a> , Conditions Reportable to the Prosecutor).  Take steps, as necessary, to assure the newborn/child is safe until day staff can intervene.
Intake Worker	Notify the County Prosecutor.  Complete an investigation.
Assigned Worker	Conference with the DAG about the newborn's/child's placement in a pre-adoptive home prior to legal clearance.
DAG/Assistant Director Adoption Operation	Approve placement, if appropriate.
Assigned Supervisor	If approval for the placement is received from the DAG and the Assistant Director of Adoption Operations, assign the case to an Adoption Worker.
Adoption Worker	Proceed with adoption planning.

An Infant Is a Safe Haven Infant - See [CP&P-IV-C-5-100](#) for policy and processing of Safe Haven infant referrals.

**D) Private Agency is Unable to Place Child for Adoption** - When a private adoption agency is unable to place a child for adoption, it can:

- Refer the parent or legal guardian to CP&P; or
- Transfer custody of the child to CP&P.

If the parent or legal guardian applies for services from CP&P, CP&P takes the surrender following the policies and practices noted in [CP&P-IV-C-1-600](#), Surrender of Custody and Consent for Adoption. See section "A" above.

When a private adoption agency has custody of a child and wants to transfer custody:

Responsibility	Action Required
Private Agency	Contact the Office of Adoption Operations, and submit a copy of the surrender for the child and related material to the Administrator of the Adoption Exchange Unit with a report verifying that: <ul style="list-style-type: none"><li>• The child is chargeable to New Jersey due to the parent having applied for child welfare services as a resident of New Jersey;</li><li>• The child has special needs (see <a href="#">CP&amp;P-IV-C-8-100</a>, Adoption Subsidy Generally);</li><li>• The private agency obtained a voluntary surrender of custody for the purpose of adoption placement; and</li><li>• The private agency made reasonable efforts to locate a suitable home, but was unsuccessful.</li></ul>
Office of Adoption Operations staff	Verify the above conditions;  Determine if the child can benefit from CP&P services; and, if so  Initiate a child welfare services referral to SCR.
SCR Screener	Assign the case to the appropriate Local Office, to be assigned directly to an Adoption Worker.
Adoption Worker	Decide if the child is eligible for services, and if so,  Forward the surrender documents to the DAG assigned to the

	Local Office.
DAG	Determine whether the surrender is acceptable: <ul style="list-style-type: none"> <li>• Advise that the surrender is valid for adoption placement, and custody is transferred to CP&amp;P; or</li> <li>• Determine that the surrender is not acceptable for adoption placement, and recommend how to proceed.</li> </ul>
Adoption Worker	Notify the private agency about the Division's decision whether to accept the transfer of custody of the child.

If the child does not appear to have special needs when the private agency obtains the surrender, or it is determined that the child's best interests are not served by referral to CP&P at the time the initial request is made, the private agency can request that the transfer of custody be reconsidered, if:

- The child's needs change; or
- At a later time, it appears that the child's best interests may be served by referral to CP&P.